

Message

---

**From:** LEE, LILY [LEE.LILY@EPA.GOV]  
**Sent:** 1/18/2017 12:12:25 AM  
**To:** Chesnutt, John [Chesnutt.John@epa.gov]  
**Subject:** FW: HPNS Community Outreach Team  
**Attachments:** CommTeamAgenda\_011817.docx; Open House\_Feb 8 2017.pdf

---

**From:** Kellie.Koenig@ch2m.com [mailto:Kellie.Koenig@ch2m.com]

**Sent:** Tuesday, January 17, 2017 4:06 PM

**To:** derek.j.robinson1@navy.mil; william.d.franklin@navy.mil; zachary.edwards@navy.mil; amy.brownell@sfdph.org; Yogi, David <Yogi.David@epa.gov>; Lane, Jackie <Lane.Jackie@epa.gov>; asha.setty@dtsc.ca.gov; Kimberly.Henderson@CH2M.com; Rosa.Esquivel@CH2M.com; Elizabeth.Rehoreg@CH2M.com; vincentcovello@yahoo.com; george.brooks@navy.mil; kimberly.ostrowski@navy.mil; Leticia.Solaun@CH2M.com; Amy.Brand@CH2M.com; elizabeth.basinet@NOREASINC.COM; matthew.slack@navy.mil  
**Cc:** tamsen.drew@sfgov.org; LEE, LILY <LEE.LILY@EPA.GOV>; juanita.bacey@dtsc.ca.gov  
**Subject:** HPNS Community Outreach Team

Hi All,

Attached and copied below is the agenda for tomorrow. The main topic for our call is the February 8 Public Meeting. The meeting layout and draft posters are attached. These are provided for your information. Please be aware that the posters are currently being revised and will be finalized this week. I look forward to discussing HPNS community outreach with you.

Kellie

## AGENDA

1. Safety moment and roll call (5 min.)
2. February 8 Public Meeting (15 minutes)
  - a. Layout and Draft Posters
    - i. Finalize 1/19
  - b. Announcement - Flyer/Public Notice/Postcard
    - i. Flyer - to EPA 1/17 for EJ Taskforce 1/18
    - ii. Email Flyer - to 800+
      1. 1/25 (2 weeks in advance) basic email for 2 weeks out
      2. 2/1 (1 week in advance) attach flyer with tech expert info
      3. 2/6 (2 days in advance)
    - iii. Flyer to Parcel A Condos via HOA (241 addresses) 1/25 (2 weeks in advance)
    - iv. Flyer to 64 community leaders/CBOs via US Mail – 1/17 and 2/1
    - v. Public Notice Newspaper ad - 1/25 (2 weeks in advance) - SF Examiner (print/online) and Bayview Footprints (online)
    - vi. Postcard mailing - 1 week in advance to 10,000 mail list
3. Communication Plan/Q&As (5 minutes)
  - a. Schedule – review Q&As 1/23-26
4. Next meeting 2/1, Action Items and Adjourn (5 minutes)
  - a. Meeting schedule - dry run 2/8, meeting 2/8, debrief 2/9
  - b. Communication Plan

Kellie D. Koenig  
*Principal Public Involvement Technologist*  
D 1 619 272 7217  
M 1 949 278 2177

CH2M  
402 West Broadway, Suite 1450  
San Diego, CA 92101  
[www.ch2m.com](http://www.ch2m.com) | [Unkedin](#) | [Twitter](#) | [Facebook](#)